



Time Sheet

Name:

Pay Period Ending:

Budget #: 658

Week #1

(Breakdown of Hours)

	Date	Location/Activity	Prep Hours	Travel Hours	Coaching Hours	Training Hours	Total Hours
Sat.							
Sun.							
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
Totals							

Breakdown of prep hours:

Week #2

(Breakdown of Hours)

	Date	Location/Activity	Prep Hours	Travel Hours	Coaching Hours	Training Hours	Total Hours
Sat.							
Sun.							
Mon.							
Tues.							
Wed.							
Thurs.							
Fri.							
Totals							

Breakdown of prep hours:

Signature:

Date:

*Time Sheets must be submitted by the Thursday before payday to Cheryl Heldt at cheldt@mt.gov or to OPI Title I, Box 202501, Helena, MT 59620-2501.